

~~INTERNAL USE ONLY~~

EYES ONLY

ORD-2140-76

24 SEP 1976

MEMORANDUM FOR: Acting Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

[redacted]
GS-04 to GS-05

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1. It is recommended that [redacted] of the Center for the Development of Analytical Methodology, Office of Research and Development, be promoted from a GS-04 to GS-05.

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2. [redacted] entered on duty with ORD in February 1975 as a Clerk Typist, GS-03. In September 1975, she was promoted to a GS-04. Since [redacted] coming on board, she has performed in an efficient and productive fashion. Her quickness to learn and willingness to accept pressuring workloads has made her a valuable member of the CDAM secretarial staff. In addition, [redacted] professional attitude, cheerfulness, dedication, and willingness to do more than is required contribute to the making of a desirable employee. [redacted] desire to continually improve her capabilities is indicated by her continued studies towards the completion of the requirements for an Associates degree in Secretarial Science and her recent passing of the Agency shorthand test.

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3. I recognize that I am submitting this promotion request out of sequence with the established review period (December). I believe, however, that [redacted]s performance merits her immediate promotion to GS-05 and would appreciate your early approval.

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SIGNED

[redacted]

C/CDAM/ORD

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SUBJECT: Recommendation for Promotion -

GS-04 to GS-05

STAT

APPROVED:

[Redacted Signature]

Acting Director of Research and Development

6 OCT 1976

Date

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EYES ONLY